

Updating Civilian Training History (Modern System OTA)

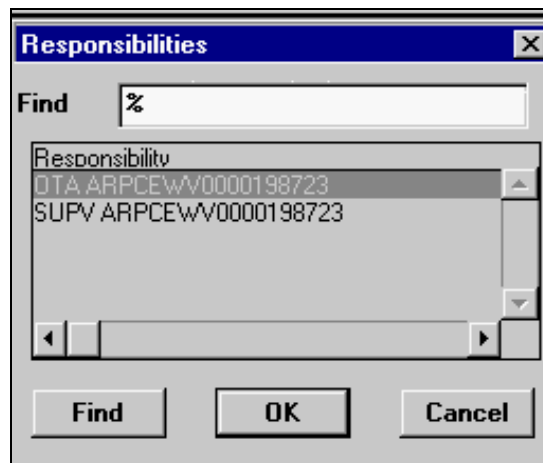
Step 1

Screen	Action	Remarks
Log-On	Enter Name & Password. Click the "Connect" button.	



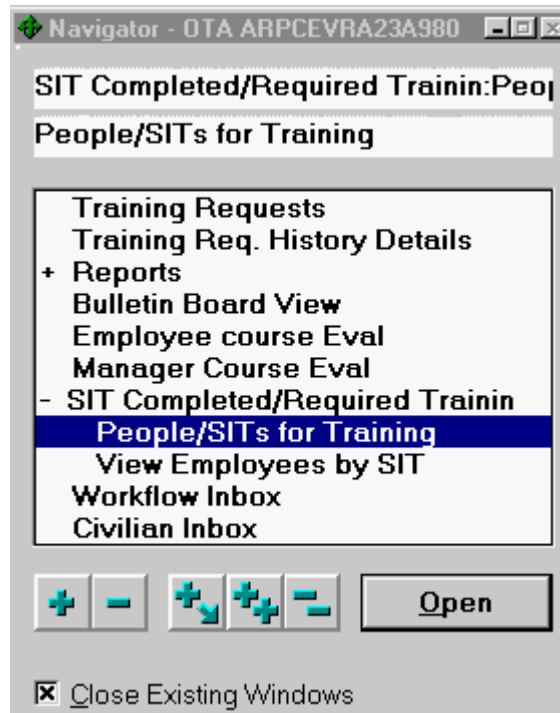
Step 2

Screen	Action	Remarks
Responsibilities	Click on "OTA ARPC***" (***) will vary with each user) then click "OK" button.	Note: Users who only have OTA responsibility will bypass this step and automatically go to the "Navigator" screen after logon.



Step 3

Screen	Action	Remarks
Navigator	Click on “SIT Completed/Required Training”; click “People/SITs for Training”; then click “Open” button.	Use the scroll bar in the “Navigator” window to move up or down the screen.

**Step 4**

Screen	Action	Remarks
Find Person	Type first few letters of last name then click the “Find” button.	

The image shows a software window titled "Find Person". It contains four input fields: "Full Name" (with the text "KELL%"), "Employee Number", "Applicant Number", and "Social Security". Below these fields are three buttons: "Clear", "New", and "Find".

Step 5

Screen	Action	Remarks
People	Highlight the person you are looking for and click the “OK” button.	

The screenshot shows a window titled 'People' with a search bar containing 'KELL%'. Below the search bar is a list of employees with columns for Name, Number, and Type. The entry 'Kelly, James W' is highlighted. At the bottom of the window are 'Find' and 'OK' buttons.

Name	Number	Type
Kell, Robin M	960	Employee
Kellar, Michael A	4151	Employee
Keller, Linda S	1651	Employee
Keller, Cynthia Y	4327	Employee
Keller, David A	2230	Employee
Keller, Linda H	446	Employee
Keller, William A	3019	Employee
Kelley, Alan M	206	Employee
Kelley, James	7247	External User
Kelley, Karen	7199	External User
Kelley, Kelley A	495	Employee
Kelley, Robert F	204	Employee
Kelley, Thomas E	4073	Employee
Kellner, Mark H	4401	Employee
Kellison, Pamela S	2398	Employee
Kelly, Gordon Y	5984	Employee
Kelly, James W	78	Employee
Kelly, Johnny	2682	Employee
Kelly, Thomas E	7261	External User

Step 6

Screen	Action	Remarks
People	Click the “Special Info” button.	

The screenshot shows the 'Special Info' tab for the selected employee, Kelly, James W. The form contains various fields for personal and identification information.

Name

- Last: Kelly
- First: James
- Title:
- Prefix:
- Suffix:
- Middle: W

Identification

- Gender: Male
- Type: Employee
- Hire Date: 29-FEB-1976
- Social Security: 011-32-1967
- Employee: 78
- Applicant:

Personal Information

- Birth Date: ****
- Nationality:
- Work Telephone:
- Mail To:
- Date Last Verified:
- Age: **
- Status:
- Email: jim.kelly@cpocpac.i
- Has Disability: ☐

Effective Dates

- From: 24-OCT-1999
- To:

Buttons: Special Info, Validate

Step 7

Screen	Action	Remarks
Training	<ol style="list-style-type: none"> Click on the “Completed Training” line if it is not already highlighted. Click in the “Detail” column. 	Note: Blue square will be to the left of the “Completed Training” line.

The screenshot shows a window titled "Training (Kelly, James W)". It has two main sections: "Name" and "Information Exists". The "Name" section has a list box with "Completed Training" selected. The "Information Exists" section has a checkbox that is checked. Below these is a "Details" section with a table. The table has three columns: "Start Date", "End Date", and "Detail". The first row of the table is highlighted, showing "21-NOV-2000" in the "Start Date" column and a blank space in the "Detail" column.

Step 8

Screen	Action	Remarks
Training	Click twice if there is a blank space in the “Detail” column.	Note: If the “Detail” column is filled with entries click “New Record” icon on tool bar (green cross) then Click twice in the blank space in the column.

The screenshot shows the same window as before, but the "Details" table now contains multiple entries. The first row is highlighted, showing "31-OCT-2000" in the "Start Date" column, "31-OCT-2000" in the "End Date" column, and "Leadership - Leverage Your Effort" in the "Detail" column. The table has 10 rows in total, with the last row showing "22-FEB-1995" in the "Start Date" column, "24-FEB-1995" in the "End Date" column, and "PRE-RETIREMNT SMNR.20.22-FE" in the "Detail" column.

Step 9

Screen	Action	Remarks
Completed Training	Fill in all white fields that are applicable. Click the “OK” button when done. Then click the “Save” icon on tool bar.	Use the “LOV” button where available.

The screenshot shows the 'Completed Training' window with the following data entered:

Course Title	PRE-RETIREMNT SMNR
Total Course Hours	20
Class Start Date	22-FEB-1995
Class Graduation Date	24-FEB-1995
Course Grade	S Satisfactory
Date Withdrawn	
Actual Total Cost	
Actual Direct Cost	

Buttons at the bottom: Clear, Cancel, OK.

The screenshot shows the 'Completed Training' window with the following data entered:

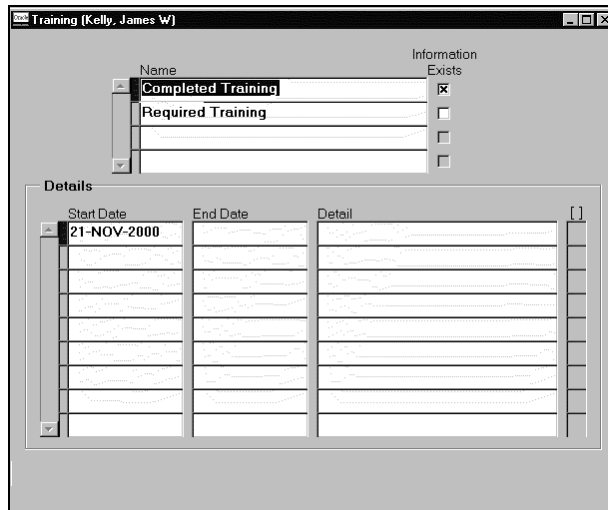
Indirect PEC ID	
Training Source	
Type	
Method	C Acc Substitute
Priority Indicator	3 3 Recommended
Course Code	
Decision Source	5 Identified by Supervisory/Other;
PCS Cost Indicator	

Buttons at the bottom: Clear, Cancel, OK.

Note: There is only one “Completed Training” screen. It had to be split in two in order to copy the image for this guide.

Step 10

Screen	Action	Remarks
Training	Click on the “X” in upper right corner of the Training window to update the training history of other employees.	You will be returned to the “People” window. Click on “Query” and “Find”. Click on “Clear” and repeat from step 4.



Note: If you have completed all your updates click on the “X” in the upper right corner of the PAC-PPI Citrix ICA Client window to exit the program.

